JOB AID: LOGGING INTO PACE AND FINDING A COURSE OR AN ELEARNING

LOGGING INTO PACE FOR THE FIRST TIME

LOGIN

1. Open Internet Explorer
2. Go to the Center for Staff Development (CSD) website [redacted]
3. Scroll down and click on the PACE link for your agency.
4. Enter your login ID and password. [redacted]
5. Click the Submit button.

CHANGE PASSWORD

1. The first time you login you will be required to change your password. To do this, enter a new password. The new password is case sensitive and must be at least four (4) characters.
2. Enter the password one more time for validation.
3. Click the **Submit** button.

CONFIRM EMAIL ADDRESSES

You need to confirm you email address and your manager's email address. There are 3 required fields that you must complete. These fields are grayed out and can only be updated by clicking on the links.

1. To add or edit **your** email address, click on the **Edit email address** link. This will bring you to a new window, the **Email Confirmation** window.
2. Enter you email address, e.g., John.Dow@massmail.state.ma.us
3. Confirm your email address by entering it again in the second line.
4. Click the **Submit** button.
5. To add or edit your **Manager/Supervisor** information, click on the **Find Manager** link. This will take you to another window.
6. Search for your Manager/Supervisor by entering his/her last name and first name in the appropriate fields. Click the **Search** button.
   FYI:
   - If you do not find the name of your Manager/Supervisor in the list, that means s/he has an incomplete profile in **PACE**. S/he needs to complete the profile before the name appears in the list.
   - The **Manager's name** and **Manager's email** fields will automatically populate when you select the name from the list.
   - The person you select will receive an email notification each time you register, waitlist or cancel out of a class in PACE, update your profile, or add a learning event.

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CONFIRM EMAIL ADDRESSES, CONTINUED

7. Select you manager/supervisor name from the drop down list that appears.

8. Click the **Submit** button.

9. When all the information in the **Email Confirmation** window is correct, click the **Submit** button. You will see a new window, **Administration, Update Profile**.

REVIEWING AND UPDATING YOUR PROFILE

1. Review the information here. You will note that most fields are grayed out. This means you cannot change or edit this information. If any information is incorrect, contact your local HR person so s/he can make the changes for you.

2. Click the **Submit** button at the bottom of the page to return to the Home Page.

FINDING A COURSE IN PACE

1. Click on the **Student Learning Center**.

2. In the Student Learning Center, click on **Course Catalog**.

3. Click the **Search** button to view all courses, or enter a **keyword**, example: "*CSD*" to see all the courses offered by the CSD, and click the **Search** button. You will get a list of the classroom and eLearning courses.

4. Find the course in the list. To get information about the course, click on the information icon next to the course name. Information will appear in the right hand column. To enroll in a course, click **Enroll**. If the course is full, click **Waitlist** to be put on the Waitlist.

FINDING AN ELEARNING IN PACE

1. Click on the **Student Learning Center**.

2. In the Student Learning Center, click on **Course Catalog**.

3. Enter the Keyword "*elearning*" and click the **Search** button. You will get a list of the eLearning courses.

4. Click on the link of the course name.

5. Click *"Take Course."*

6. Click on the link of the course name.

ACCESSING YOUR TRANSCRIPT & PRINTING CLASS COMPLETION CERTIFICATES

1. From the **PACE Home page**, click on the **Personal KC**.

2. Click on the **My Portfolio** tab in center of screen (below your name)

3. Click on **Transcript** link in center of screen.

4. Scroll to view all completed classes.

5. Each completed class has a certificate link under the class title. Click on the **certificate link**.

6. Maximize the window and click on the **printer icon** for a copy of class completion certificate.